

**JOB OPENING**  
**RECYCLE CENTER ATTENDANT**

The Town of Buffalo is looking for someone to work at the Recycle Center. This person would work whenever the Recycle Center Attendant is unable to work due to illness, vacation or time off.

The job pays \$10.00 per hour or 4-1/2 hours = \$45.00/Saturday 8-Noon.

Please refer to the Recycle Center Attendant Job Description posted with this notice.

For more information or to apply, contact

Charles Corso, Chairman                      608-429-4169

Donna Seddon, Clerk                              608-297-7939

## TOWN OF BUFFALO RECYCLE CENTER ATTENDANT JOB DESCRIPTION

- The attendant's job consists of opening the Recycle Center during Town Board assigned hours (regular and summer hours) ten to 15 minutes before and closing/locking up the Recycle Center at the assigned time and collecting the appropriate monies for garbage and large items.
- The attendant must be able to count money, give change, and maintain simple cash records.
- The attendant must be able to lift 50 lbs.
- The attendant must be able to handle a rake, shovel and snow shovel to maintain and police the grounds all season long. Debris and obstacles must be removed from the grounds that could impede the visitors or cause them to hurt themselves.
- The attendant will also make sure the covers on the collection containers are closed after the collection time expires to reduce the amount of snow and rain collected in the containers.
- The County or other contracted snow removal service plows the driveway.
- The attendant will direct visitors and instruct them as to the use of the different collection containers.
- The attendant will help visitors (within reason) with their garbage/recycle deposits.
- The attendant will encourage visitors to bag and separate their aluminum cans to be deposited in separate collection containers. The attendant will bag all aluminum cans for transport.
- The attendant will count bags of garbage deposited by visitors and collect the appropriate fee for them. Recyclables are free.
- The attendant will collect large items from visitors and charge the fee that is on the chart that is provided by the Town Clerk.
- The attendant will help with Large Item Collection Days.
- The attendant, while on duty, will be the on-site contact for the waste collectors and will notify the Town Chairman or Town Clerk, who are the main contacts, of any problems.
- The attendant will turn in any monies collected each day to the person or location designated by the Town Treasurer.
- The attendant or designee will turn in all cash records for the month to the Town Treasurer so that the cash can be reconciled prior to each monthly Town Board Meeting.
- Recycle Center cameras are the donated property of the Town of Buffalo. The Town Chairman is responsible to take any appropriate action required pertaining to littering or other illegal action recorded on the Recycle Center cameras. The Town Chairman or a designated elected official are responsible to notify the sheriff department of any illegal actions.
- The attendant is responsible to report any and all accidents to the Chairman and Town Clerk. The Town is insured and reports must be completed.